

MASTER SERVICES AGREEMENT (MSA)
FOR
ELECTRONIC WASTE RECYCLE SERVICES

HMR USA, INC. #5-04-98-01
Service Areas 3, 7, & 12

TrueCycle, Inc. #5-04-98-02
Service Areas 1, 2, 4, 5, 6, 8, 9, 10 & 11

ORDERING PROCEDURES
& USER GUIDE

April 2, 2004

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ELECTRONIC WASTE RECYCLE SERVICES

INTRODUCTION

A. PURPOSE

This Master Services Agreement (MSA) is designed to provide Electronic Waste Recycling Services. This MSA is designed to process Electronic Waste and Cathode Ray Tubes (CRT's) as defined below. To utilize this MSA, state agencies must first receive approval for discarding their electronic equipment and/or CRT's from the DGS's State Property Reuse program (via the STD 152 form process). Any local government can utilize this MSA if this MSA is acceptable for their purchasing efforts.

This MSA was awarded to the bidder providing the most competitive price per Service Area. The State was divided into 12 Service Areas (CalTrans Districts).

A local agency is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 12110.

B. BENEFITS

1. Allows users to contract to legally discard large volume of Electronic Waste and/or CRT's.
2. Provides either pick-up service of the Electronic Waste (E-waste) and/or CRT's or the option of delivery by the users own vehicles.
3. Fixed service rates over the three (3) year contract period. Any changes to this MSA will be announced in advance through supplement(s) to this MSA.
4. One contractor offers optional container rental (additional charge applies).

C. ORDER PLACEMENT

1. State of California Agencies/Department instructions:

Please review the California State Administrative Manual (SAM) section 3520 for information concerning the proper procedures when submitting the STD. 152 Property Survey Report to the Property Reuse Program for approval. This submission and subsequent approval must occur before any disposition of state owned technology occurs.

State owned technology with reuse potential is expected to be transferred within the same agency, or transferred to another state agency by the Transfer of Location process, STD form #158, or shipped to the Property Reuse Program at 1700 National Drive, Sacramento, CA or made available, through donation, to eligible organizations. This determination will occur during the Property Survey Report and approval process.

Only after receiving approval to dispose of electronic waste from the Department of General Services Property Reuse Program can State Agencies/Departments issue a contract with either of the two contractors. Contact the correct supplier for the service area to either schedule delivery or schedule pick up of this material by the supplier. Any equipment containing hard drives, memory and/or contain any data must be processed to remove such data. State Agencies are to refer to the

ELECTRONIC WASTE RECYCLE SERVICES

Electronics Records Management Handbook of the California Records and Information (CalRIM) Program. (see: <http://www.pd.dgs.ca.gov/recs/default.htm>)

You may place an order at any time during the effective periods of the contracts. The MSA contracts are currently effective from **March 26, 2004** through **December 31, 2005**. The State, at its option, may extend the contracts on a year-to-year basis up to two (2) additional years.

D. ORDER INITIATION

Coordinate with the appropriate units within your agency (e.g., Procurement, Business Services, Contracts, etc.). The DGS administrative fee is normally set at **2.13%** of the contracted amount but will be waived for this MSA. **To repeat there will be no charge for use of this MSA.**

E. CONTRACTOR CONTACTS

Please refer to the service matrixes starting on page 8 through page 19 for the specific service categories provided by each contractor for the specific service areas covered by each contractor.

Contractors and their respectively awarded service areas:

TrueCycle, Inc
518 East Rio Grande Street
Pasadena, CA 91104-2254
VIN 781951

Phone: 888.252.0444
Fax: 626.296.3883
Contact: Chris Faulk
FEIN 32-0050216

SERVICE AREA 1
(Del Norte, Humboldt, Lake and Mendocino Counties)

SERVICE AREA 2
(Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties)

SERVICE AREA 4
(Alameda, Contra Costa, Marin, Napa, San Francisco, Santa Clara, San Mateo, Solano and Sonoma Counties)

SERVICE AREA 5
(Santa Barbara, San Benito, San Luis Obispo, Santa Cruz, and Monterey Counties)

SERVICE AREA 6
(Fresno, Kern, Kings, Madera, and Tulare Counties)

SERVICE AREA 8
(Riverside and San Bernardino Counties)

SERVICE AREA 9
(Inyo and Mono Counties)

SERVICE AREA 10
(Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus and Tuolumne Counties)

SERVICE AREA 11
(Imperial and San Diego Counties)

ELECTRONIC WASTE RECYCLE SERVICES

HMR USA, Inc.
8301 Belvedere Ave.
Sacramento, CA 95826
VIN 781941

Phone: 916.381.5504
Fax: 916.381.5474
Contact: Sam Briefman
FEIN: 68-0149633

SERVICE AREA 3
(Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo and Yuba Counties)

SERVICE AREA 7
(Los Angeles and Ventura Counties)

SERVICE AREA 12
(Orange County)

F. STATE OF CALIFORNIA CONTACTS

Regarding the form 152 process:

Don Bridges
State Property Reuse Program
1700 National Drive
Sacramento, CA. 95834
Phone: (916) 928-4641
Email: don.bridges@dgs.ca.gov

Contract Administrator:

Steven Casarez
DGS, Procurement Division
Technology Acquisition Section
707 3rd Street, 2nd Floor
West Sacramento, CA 95605
Phone: (916) 375-4481/ fax 916.375.4522
Email: steve.Casarez@dgs.ca.gov

CONTRACT GUIDELINES

a. NEW ORDERS

Orders can be placed by completing a STD. 65, CONTRACT/DELEGATION PURCHASE ORDER. Detailed instructions on completing the purchase order are on pages 20 through 21.

Once you have obtained any necessary departmental and agency approvals, initiate completing the STD. 65, CONTRACT/DELEGATION PURCHASE ORDER by identifying the correct contractor for the service area you wish to obtain service. You will not be able to complete a purchase order for the pick-up option until you receive the actual weights of the CRT's or E-Waste. In this case, the contractor will supply the actual weights. Complete the STD 65 after receiving the actual weights from the contractors. Send one original copy to the contractor and process remaining copies as required.

Local Agencies may, in lieu of the State's purchase order forms, use their own purchase order document as long as it includes the same information as that required on the STD. 65, CONTRACT/DELEGATION PURCHASE ORDER, including the Agency Billing Code described below.

b. TERMINATION

Any State or local agency may unilaterally terminate any order issued against this agreement upon 30 days notice to the contractor. The contractor shall be compensated at contract rates for work completed and accepted prior to a stop work order or termination notice commencement date. This does not affect the standard termination clause of the Master Services Agreement concerning failure to perform or upon mutual consent.

ELECTRONIC WASTE RECYCLE SERVICES

c. **AMENDMENTS**

Any order issued against this agreement may include an amendment. Any amendment issued by any using agency can NOT change the listed prices, effective dates or services as listed in this MSA.

d. **AGENCY REPORTING REQUIREMENTS**

Submit copy of finalized STD 65 to Contract Administrator.

DGS/Procurement Division
Technology Acquisition Section
Attn: Steven Casarez
707 3rd Street, 2nd Floor
West Sacramento, CA 95605

e. **DVBE**

The Disabled Veteran Business Enterprise (DVBE) participation goals were not included as a bid requirement for this MSA. For each individual project, as the agency business needs are being developed, ordering agencies should decide whether to require MSA contractors to meet DVBE participation goals or to not include such a requirement in the contract for the individual project.

f. **STATE POLICY FOR STATE AGENCIES**

Use of Master Service Agreements is optional.

g. **PROCUREMENT GUIDELINES**

A State or participating local agency may select only the supplier listed for that particular Service area.

Since this MSA was awarded to the lowest bid price for the Service Area, the ordering agency is NOT required to get three (3) quotes. Ordering agencies must follow all applicable state mandated guidelines, e.g., State Administrative Manual, Management Memos, Agency Directives, California Acquisition Manual and California Codes. All state agencies must comply with all the applicable instructions and attachments of Management Memo 03-10 when ordering through the MSA. This includes the requirement that the state agencies must submit a Notice of Contract Award to the DGS within five days of the award for orders over \$250,000. Approval by the Agency Secretary and Department Director or immediate next ranking official is also required for orders over \$250,000.

h. **INVOICES**

Invoices shall be submitted to the "Bill To" address listed on the applicable MSA order, **STD 65**.

i. **SCOPE OF WORK**

Exhibit A provides the Scope of Work (SOW) for this MSA. Any purchase issued using this MSA should refer to this SOW.

j. **COSTS SHEETS and TYPE of SERVICE**

Detail prices and Service Areas follow:

ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 1

(Del Norte, Humboldt, Lake and Mendocino Counties)

MSA # 5-04-98-02

TrueCycle, Inc

518 East Rio Grande Street

Pasadena, CA 91104-2254

E-mail: chrisf@truecycle.com

VIN 781951

Phone: 888.252.0444

Fax: 626.296.3883

Contact: Chris Faulk

FEIN 32-0050216

CRT's Contractor Pick-up price (*1)	_____ \$0.19 _____ \$/lbs
E-waste Contractor Pick-up price (*1)	_____ \$0.13 _____ \$/lbs
CRT's Delivered price (*2)	_____ \$0.11 _____ \$/lbs
E-waste Delivered price (*2)	_____ \$0.11 _____ \$/lbs

*1= This fee includes all transportation, weighing and processing charges

*2= This fee includes all processing charges (transportation and weighing provided by customer)

If delivered by governmental forces site for this Service Area's acceptance of CRTs/E-waste:

_____ 1616 Perrino Place _____
_____ Los Angeles, CA 90023 _____

or

_____ 14749 Hesperia Road _____
_____ Victorville, CA 92392 _____

Container service detail

<u>Container rental rates ranging from \$1.25/day for a palletized Gaylord to \$39.99/day for 40 foot containers. Drop off fees are determined by destination site location.</u>
<u>Containers for collection events are provided free of charge with service with 14 days prior notice</u>

ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 2

(Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity Counties)

MSA # 5-04-98-02

TrueCycle, Inc

518 East Rio Grande Street

Pasadena, CA 91104-2254

E-mail: chrisf@truecycle.com

VIN 781951

Phone: 888.252.0444

Fax: 626.296.3883

Contact: Chris Faulk

FEIN 32-0050216

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E-waste Contractor Pick-up price (*1)	_____ \$0.13 _____ \$/lbs
CRT's Delivered price (*2)	_____ \$0.11 _____ \$/lbs
E-waste Delivered price (*2)	_____ \$0.11 _____ \$/lbs

*1= This fee includes all transportation, weighing and processing charges

*2= This fee includes all processing charges (transportation and weighing provided by customer)

If delivered by governmental forces site for this Service Area's acceptance of CRTs/E-waste:

_____ 1616 Perrino Place _____
_____ Los Angeles, CA 90023 _____
or
_____ 14749 Hesperia Road _____
_____ Victorville, CA 92392 _____

Container service detail

<u>Container rental rates ranging from \$1.25/day for a palletized Gaylord to \$39.99/day for 40 foot containers. Drop off fees are determined by destination site location.</u>
<u>Containers for collection events are provided free of charge with service with 14 days prior notice</u>

ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 3

(Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo and Yuba Counties)

MSA #5-04-98-01

HMR USA, Inc.

8301 Belvedere Ave.

Sacramento, CA 95826

E-mail: sbriefman@hmrgroup.com

VIN 781941

Phone: 916.381.5504

Fax: 916.381.5474

Contact: Sam Briefman

FEIN: 68-0149633

CRT's Contractor Pick-up price (*1)	_____ \$0.00 ____ (no cost) _____ \$/lbs
E-waste Contractor Pick-up price (*1)	_____ \$0.00 ____ (no cost) _____ \$/lbs
CRT's Delivered price (*2)	_____ \$0.00 ____ (no cost) _____ \$/lbs
E-waste Delivered price (*2)	_____ \$0.00 ____ (no cost) _____ \$/lbs

*1= This fee includes all transportation, weighing and processing charges

*2= This fee includes all processing charges (transportation and weighing provided by customer)

If delivered by governmental forces site for this Service Area's acceptance of CRTs/E-waste:

_____ HMR USA, Inc. _____
_____ 8301 Belvedere Ave. _____
_____ Sacramento, CA 95826 _____

Container service detail

NO Container service offered

ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 4

(Alameda, Contra Costa, Marin, Napa, San Francisco, Santa Clara, San Mateo, Solano and Sonoma Counties)

MSA # 5-04-98-02

TrueCycle, Inc

518 East Rio Grande Street

Pasadena, CA 91104-2254

E-mail: chrisf@truecycle.com

VIN 781951

Phone: 888.252.0444

Fax: 626.296.3883

Contact: Chris Faulk

FEIN 32-0050216

CRT's Contractor Pick-up price (*1)	_____ \$0.15 _____ \$/lbs
E-waste Contractor Pick-up price (*1)	_____ \$0.12 _____ \$/lbs
CRT's Delivered price (*2)	_____ \$0.11 _____ \$/lbs
E-waste Delivered price (*2)	_____ \$0.11 _____ \$/lbs

*1= This fee includes all transportation, weighing and processing charges

*2= This fee includes all processing charges (transportation and weighing provided by customer)

If delivered by governmental forces site for this Service Area's acceptance of CRTs/E-waste:

_____ 1616 Perrino Place _____
_____ Los Angeles, CA 90023 _____

or

_____ 14749 Hesperia Road _____
_____ Victorville, CA 92392 _____

Container service detail

<u>Container rental rates ranging from \$1.25/day for a palletized Gaylord to \$39.99/day for 40 foot containers. Drop off fees are determined by destination site location.</u>
<u>Containers for collection events are provided free of charge with service with 14 days prior notice</u>

ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 5

(Santa Barbara, San Benito, San Luis Obispo, Santa Cruz, and Monterey Counties)

MSA # 5-04-98-02

TrueCycle, Inc

518 East Rio Grande Street

Pasadena, CA 91104-2254

E-mail: chrisf@truecycle.com

VIN 781951

Phone: 888.252.0444

Fax: 626.296.3883

Contact: Chris Faulk

FEIN 32-0050216

CRT's Contractor Pick-up price (*1)	_____ \$0.15 _____ \$/lbs
E-waste Contractor Pick-up price (*1)	_____ \$0.13 _____ \$/lbs
CRT's Delivered price (*2)	_____ \$0.11 _____ \$/lbs
E-waste Delivered price (*2)	_____ \$0.11 _____ \$/lbs

*1= This fee includes all transportation, weighing and processing charges

*2= This fee includes all processing charges (transportation and weighing provided by customer)

If delivered by governmental forces site for this Service Area's acceptance of CRTs/E-waste:

_____ 1616 Perrino Place _____

_____ Los Angeles, CA 90023 _____

or

_____ 14749 Hesperia Road _____

_____ Victorville, CA 92392 _____

Container service detail

Container rental rates ranging from \$1.25/day for a palletized Gaylord to \$39.99/day for 40 foot containers. Drop off fees are determined by destination site location.

Containers for collection events are provided free of charge with service with 14 days prior notice

ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 6

(Fresno, Kern, Kings, Madera, and Tulare Counties)

MSA # 5-04-98-02

TrueCycle, Inc

518 East Rio Grande Street

Pasadena, CA 91104-2254

E-mail: chrisf@truecycle.com

VIN 781951

Phone: 888.252.0444

Fax: 626.296.3883

Contact: Chris Faulk

FEIN 32-0050216

CRT's Contractor Pick-up price (*1)	_____ \$0.15 _____ \$/lbs
E-waste Contractor Pick-up price (*1)	_____ \$0.12 _____ \$/lbs
CRT's Delivered price (*2)	_____ \$0.11 _____ \$/lbs
E-waste Delivered price (*2)	_____ \$0.11 _____ \$/lbs

*1= This fee includes all transportation, weighing and processing charges

*2= This fee includes all processing charges (transportation and weighing provided by customer)

If delivered by governmental forces site for this Service Area's acceptance of CRTs/E-waste:

_____ 1616 Perrino Place _____
_____ Los Angeles, CA 90023 _____
or
_____ 14749 Hesperia Road _____
_____ Victorville, CA 92392 _____

Container service detail

<u>Container rental rates ranging from \$1.25/day for a palletized Gaylord to \$39.99/day for 40 foot containers. Drop off fees are determined by destination site location.</u>
<u>Containers for collection events are provided free of charge with service with 14 days prior notice</u>

ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 7

(Los Angeles and Ventura Counties)

MSA #5-04-98-01

HMR USA, Inc.

8301 Belvedere Ave.

Sacramento, CA 95826

E-mail: sbriefman@hmrgroup.com

VIN 781941

Phone: 916.381.5504

Fax: 916.381.5474

Contact: Sam Briefman

FEIN: 68-0149633

CRT's Contractor Pick-up price (*1)	_____ \$0.00 ____ (no cost) _____ \$/lbs
E-waste Contractor Pick-up price (*1)	_____ \$0.00 ____ (no cost) _____ \$/lbs
CRT's Delivered price (*2)	_____ \$0.00 ____ (no cost) _____ \$/lbs
E-waste Delivered price (*2)	_____ \$0.00 ____ (no cost) _____ \$/lbs

*1= This fee includes all transportation, weighing and processing charges

*2= This fee includes all processing charges (transportation and weighing provided by customer)

If delivered by governmental forces site for this Service Area's acceptance of CRTs/E-waste:

_____ HMR USA, LA, Inc. _____
_____ 17100 Margay Ave. _____
_____ Carson, CA 90746 _____

Container service detail

NO Container service offered

ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 8

(Riverside and San Bernardino Counties)

MSA # 5-04-98-02

TrueCycle, Inc

518 East Rio Grande Street

Pasadena, CA 91104-2254

E-mail: chrisf@truecycle.com

VIN 781951

Phone: 888.252.0444

Fax: 626.296.3883

Contact: Chris Faulk

FEIN 32-0050216

CRT's Contractor Pick-up price (*1)	_____ \$0.14 _____ \$/lbs
E-waste Contractor Pick-up price (*1)	_____ \$0.13 _____ \$/lbs
CRT's Delivered price (*2)	_____ \$0.11 _____ \$/lbs
E-waste Delivered price (*2)	_____ \$0.11 _____ \$/lbs

*1= This fee includes all transportation, weighing and processing charges

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If delivered by governmental forces site for this Service Area's acceptance of CRTs/E-waste:

_____ 1616 Perrino Place _____
_____ Los Angeles, CA 90023 _____
or
_____ 14749 Hesperia Road _____
_____ Victorville, CA 92392 _____

Container service detail

<u>Container rental rates ranging from \$1.25/day for a palletized Gaylord to \$39.99/day for 40 foot containers. Drop off fees are determined by destination site location.</u>
<u>Containers for collection events are provided free of charge with service with 14 days prior notice</u>

ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 9

(Inyo and Mono Counties)

MSA # 5-04-98-02

TrueCycle, Inc

518 East Rio Grande Street

Pasadena, CA 91104-2254

E-mail: chrisf@truecycle.com

VIN 781951

Phone: 888.252.0444

Fax: 626.296.3883

Contact: Chris Faulk

FEIN 32-0050216

CRT's Contractor Pick-up price (*1)	_____ \$0.18 _____ \$/lbs
E-waste Contractor Pick-up price (*1)	_____ \$0.13 _____ \$/lbs
CRT's Delivered price (*2)	_____ \$0.12 _____ \$/lbs
E-waste Delivered price (*2)	_____ \$0.10 _____ \$/lbs

*1= This fee includes all transportation, weighing and processing charges

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If delivered by governmental forces site for this Service Area's acceptance of CRTs/E-waste:

_____ 1616 Perrino Place _____
_____ Los Angeles, CA 90023 _____

or

_____ 14749 Hesperia Road _____
_____ Victorville, CA 92392 _____

Container service detail

Container rental rates ranging from \$1.25/day for a palletized Gaylord to \$39.99/day for 40 foot containers. Drop off fees are determined by destination site location.

Containers for collection events are provided free of charge with service with 14 days prior notice

ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 10

(Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus and Tuolumne Counties)

MSA # 5-04-98-02

TrueCycle, Inc

518 East Rio Grande Street

Pasadena, CA 91104-2254

E-mail: chrisf@truecycle.com

VIN 781951

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Container service detail

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ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 11

(Imperial and San Diego Counties)

MSA # 5-04-98-02

TrueCycle, Inc

518 East Rio Grande Street

Pasadena, CA 91104-2254

E-mail: chrisf@truecycle.com

VIN 781951

Phone: 888.252.0444

Fax: 626.296.3883

Contact: Chris Faulk

FEIN 32-0050216

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_____ Los Angeles, CA 90023 _____

or

_____ 14749 Hesperia Road _____
_____ Victorville, CA 92392 _____

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Containers for collection events are provided free of charge with service with 14 days prior notice

ELECTRONIC WASTE RECYCLE SERVICES

COSTS SHEET

SERVICE AREA 12

(Orange County)

MSA #5-04-98-01

HMR USA, Inc.

8301 Belvedere Ave.

Sacramento, CA 95826

E-mail: sbriefman@hmrgroup.com

VIN 781941

Phone: 916.381.5504

Fax: 916.381.5474

Contact: Sam Briefman

FEIN: 68-0149633

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*1= This fee includes all transportation, weighing and processing charges

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If delivered by governmental forces site for this Service Area's acceptance of CRTs/E-waste:

____ HMR USA, LA, Inc. _____
____ 17100 Margay Ave. _____
____ Carson, CA 90746 _____

Container service detail

NO Container service offered

ELECTRONIC WASTE RECYCLE SERVICES

FORMS

The STD. 65, CONTRACT/DELEGATION PURCHASE ORDER

(The latest Std 65 form can be obtained on web site:

<http://www.documents.dgs.ca.gov/osp/pdf/std065.pdf>)

1. CONTRACT REGISTRATION NUMBER

Enter the contract registration number into the STATE CONTRACT & PROCUREMENT REGISTRATION SYSTEM (SCPRS) [NOTE: enter after receiving weight for contractor and totaling the purchase.

2. Agency Bill Code

THIS FIELD IS MANDATORY. Place the Agency Bill Code as assigned by the Department of General Service in this field. There is to be only one bill code per order. Local agencies without a billing code may obtain a billing code by calling (916) 375-4447. Once assigned a billing code it can be used on all future orders.

3. PURCHASING AUTHORITY NUMBER

Enter Purchasing Authority number.

4. LEVERAGED PROCUREMENT AGREEMENT NUMBER

Enter the appropriate MSA number for the supplier with whom you are placing your order in this field. These numbers are located with the supplier's addresses in this Master Services Agreement in Section E.

5. PAGE NUMBER AND TOTAL NUMBER

Enter the page number and total number of pages for each order. This should be shown with two digits: (i.e. 01 of 02).

6. SHIP TO

If the requested service is to require pickup of the E-Waste and/or CRT's by the contractor then in the "Ship to" box enter "PICK UP AT THIS LOCATION" then enter the address of the pickup site. You may also print "SEE BELOW" and enter the pickup location in the body of the order.

If the requested service is to only include drop off of E-Waste, then in the "Ship to" box note "DROP OFF BY AGENCY".

7. BILL TO

Enter the address where invoices will be sent. Enter the name **and** telephone number of the section that will be handling the invoice payment in your agency.

8. AGENCY ORDER NUMBER

Enter **your** agency's assigned purchase order number.

9. TERMS

Enter the terms for payment as **NET 45**.

10. DATE

ELECTRONIC WASTE RECYCLE SERVICES

Enter the date the purchase order will be mailed. The month, day and year should be indicated with two digits; (i.e. July 1, 2003 as 07/01/03).

11. TO FIRM ADDRESS

Enter the contractor's name and address as shown above in Section E.

12. VENDOR NUMBER

Enter the Contractor's vendor number. Refer to the section with the Contractor's name and address Section E above for the VIN #.

13. DURATION, UNIT,

For services you may wish to enter ongoing for duration and **LT** (one lot) for unit, otherwise the type service and pricing needs to be specified for each type service. Please see the sample STD 65.

14. QUANTITY & DESCRIPTION OF WORK

Quantity is pounds, enter after receiving weight from contractor. Enter type of service; Pick-up CRT's, Pick-up E-waste, . Delivered CRT's and Delivered E-Waste.

For services please use the descriptions from the appropriate Contractor per the service area. Contractor's price lists are found on pages 8 through 19. List the desired services and appropriate prices.

Weight for pick-up of E-waste and/or CRT's leave the weight blank until notice is received from contractor. The contractor is required to weight the E-waste and/or CRT's and fax the actual weight to the ordering entity. Once the actual weight is received, include it on the STD 65 and process accordingly.

15. UNIT PRICE

Insert the unit price for each type service provided.

16. TOTAL

Add the total of each type service from the extension column for this order, if there is more than one figure, and place the amount in this field. In the case of an amendment, enter the accumulated cost of the original order and the amendment amount to arrive at the total cost.

IMPORTANT: ON PICKUP ORDERS, THE CONTRACTOR IS TO REPORT THE CERTIFIED WEIGHT OF THE E-WASTE TO THE ORDERING AGENCY, ONLY THEN CAN THE ORDERING AGENCY COMPLETE THE PURCHASE ORDER (STD 65).

17. SIGNATURE

An original signature of the person with the proper signature authority within your department or agency to sign this order must appear on the purchase order.

ELECTRONIC WASTE RECYCLE SERVICES

Exhibit A

SCOPE OF WORK

1. Contractor agrees to provide to Department of General Services/Procurement Division (PD) and users of this MSA, ELECTRONIC WASTE RECYCLE SERVICES as described herein:

Contractor will provide pick-up service and acceptance of E-waste and CRTs determined to be surplus from State Agencies and participating Local Government entities. Contractor will recycle received product according to RFP-52624. Contractor prices will include transportation, weighing, re-use, de-manufacturing and/or recycling of listed products and the providing of certifications and any required reports.

The services shall be performed at Contractors location per Service Area as described below.

2. The services shall be provided during working hours of 8:00am –5:00pm, Monday through Friday, except holidays).

Detailed description of work to be performed and duties of all parties:

Personnel: Contractor to maintain the ability to pick-up E-waste/CRTs, accept deliveries of, and process above during contract period.

Deliverables: Contractor will respond with a pick-up of E-waste/CRTs within 10 working days after request made from government customer. Contractor will provide certification of weight of product for pick-up service. Contractor will accept E-waste/CRTs

Weight Minimum: For pick-up service a minimum of 500 (five hundred) lbs. is required.

This Contract makes no guarantee of quantity or quality of CRTs or E-waste, or the number of pickups or deliveries.

Definitions:

A. Electronic Waste (E-waste) – For the purpose of this contract, E-waste is defined as computer equipment, connectors/cords/wire, communication systems, circuit boards, fax machines, printers, mainframes, modems / cell phones, test equipment, audio/visual equipment, hard / floppy drives, CD ROM drives, network/video/sound cards, tape drive, motherboards, power supplies, scrap copper, scrap computer plastic, scrap computer metal, copy machines, electric typewriters, electronic calculators and liquid crystal display (LCD) monitors.

B. CRT – Cathode Ray Tube – A CRT is a type of vacuum or picture tube that converts an electronic signal into a visual image. This product is commonly thought of as a subset of E-waste. CRTs are commonly found in computer monitors and televisions. They are considered hazardous waste when discarded due to the toxic lead content in the glass. When products containing lead are disposed of in a waste stream, the lead can potentially contaminate soil and water resources.

ELECTRONIC WASTE RECYCLE SERVICES

C. Recycle – For the purposes of this contract, recycling can be defined as redirecting E-waste and CRTs to a new user or a re-furbisher, or directing E-waste and CRTs to an appropriate facility for disassembly/processing and/or sale of components.

Excluded from this contract is what is commonly known as “white goods” that are consumer items such as air conditioners, refrigerators, toasters, clothes washers, clothes dryers, etc.

3. SERVICE REQUIREMENTS

1. Pick-up of CRTs and/or E-waste

The pick-up of E-waste and CRTs will be made by contractor forces and equipment. This contract is only intended for pick-ups to be made at the customers “dockside” or “delivery” entrance. The customer is obligated to prepare the items to be picked-up as follows:

CRTs, will be placed on pallets and shrink wrapped, or may be placed in Gaylord boxes which will only contain CRTs.

E-waste, will be placed in Gaylord boxes or other containers acceptable to the contractor and placed on pallets. Large copiers/printers or other large size E-waste will be placed on pallets and shrink wrapped.

Not all pick-up locations may have a forklift and similar equipment. The contractor should confirm availability of such equipment and/or make own arrangements for such equipment.

Scheduling for Pick-up

The customer will contact the contractor via phone to schedule a pick-up. The customer will confirm the request for pick-up by facsimile with the purchase order (State Agencies and Departments will use form STD 65 (with the required information as defined in the user guide), Local Governments will use their own purchasing document). *Note: the purchase document can not be finalized at this point since the weight of pick-up is unknown.* The contractor will schedule the pick-up within ten (10) business days and at a mutually acceptable time with the customer (within the standard working hours of 8:00a.m. and 5:00p.m.). **Weight Minimum:** For pick-up service a minimum of 500 (five hundred) lbs. is required.

Weighing of CRT’s and/or E-waste collected. After the pick-up of the CRT’s and/or E-waste, the contractor will have the amount weighed by pick-up location by a certified weigh-master. Costs for weight certificates and weighing will be included in the bidders quoted price. The contractor will facsimile a copy of the weight to the customer so the customer may finalize the Purchase Order by adding the weight and calculating the final charge for the pick-up service.

Delivery of CRTs and/or E-waste by government customer

The contractor will accept deliveries of CRTs and/or E-waste by customers. Weight certificates will be provided by the customer. All CRTs and/or E-waste must be delivered on pallets or Gaylord boxes. The customer will provide the contractor with a certified weight ticket or may select to have the contractor weigh the delivery.

Result of CRTs and E-waste collected by contractor.

ELECTRONIC WASTE RECYCLE SERVICES

The contractor shall process the CRT's and E-waste to the "Highest and Best Use" possible which may include all or any of the following;

- de-manufacturing to large size components,
- recycling to base components,
- crushing and smelting to base components.

In no case shall any of the CRT's or E-waste collected by the contractor under this contract be processed by any penal organization.

Magnetic Storage Devices (added on Amendment #1)

All magnetic storage devices, such as computer hard drives, supplied to the contractor through this agreement that are not destroyed but are made available for reuse will be overwritten to U.S. Department of Defense specifications using such applicable software to overwrite such devices

No additional costs will be added for the above.

CONTRACTOR REPORTS

Contractor will provide the following Reports

- a. Weight of the picked-up of CRT's and/or E-waste to the customer of record.
- b. Certification to the customer of record that the pick-up was recycled according to this contract.
- c. Quarterly: Copy of or report of the purchase orders (Std. 65 or other Local Government documents) received with weight of pick-up to the Procurement Division Contract Administrator. (This report may be supplied by an Excel spreadsheet with data elements identified by the PD Contract Administrator)
- d. Quarterly: Certification of residual amount of CRT and/or E-waste sent to landfill (overall recycle success rate). Total pounds received, total pounds recycled and remaining pounds